<div style="border:2px solid black;">

Portal Authority Board of Directors
MINUTES
Portal Authority Board of Directors Monthly Meeting
July 7, 2005
1:30 p.m. – 4:00 p.m.
Legislative Services Building
200 E. 14th Ave.
Hearing Room A, 1st Floor
Denver, CO

</div>

I.   Call to Order: 1:35 p.m., Donetta Davidson, Chair
    A.   Roll Call

Chair Donetta Davidson requested that Vice Chair, Jack Arrowsmith, direct the July 7, 2005 meeting of the Board of Directors, as she would have to leave early.

Attendees: Arrowsmith**,** Rep. Cadman, Cooke, Davidson, Feingold, Jenik, Sen. May, Marroney, Picanso, Sobanet, Wells

Excused: Sen. Groff, Williams, T.

Notes transcribed by Angie Onorofskie, Statewide Internet Portal Authority

Quorum Established

    B.   Approval of June 2, 2005 Minutes
Vice Chair, Jack Arrowsmith called for any objections to the approval of the June 2, 2005 meeting minutes.

There were no objections to the approval of the June 2, 2005 meeting minutes, and they were approved unanimously.

II.   Committee Reports

    A. Business Committee, Michael Cooke
No report.

    B. Contracts Committee, Gregg Rippy
Gregg Rippy reported that the Contracts Committee has been working on the IV&V/PMO Task Order 2, which will be discussed during New Business.

    C. Finance Committee, Henry Sobanet
No report.

    Discussion:

Senator May asked if a monthly financial report was available.

Gregg Rippy answered that the SIPA staff would get the report to the Board after the staff receives it from Treasury. Gregg Rippy stated that all SIPA bills are paid by Treasury Warrants from the SIPA account, which is administered by the State Treasurer. He added that SIPA does not have its own checking account at this point, but it would be at the will and pleasure of the Board to pursue that. He also stated that Henry Sobanet and the rest of the Finance Committee would work on an annual budget, and it would probably be discussed in the August meeting.

Gerald Marroney stated that he was concerned that SIPA might not be acting as a stand-alone entity since the State Treasury has control over the SIPA account. He asked if there was a legal opinion on this matter.

Gregg Rippy stated that there is not a legal opinion at this point. However, he stated that there is a meeting next week with the Governor's staff, and this issue would be one of the topics discussed.

D. Personnel Committee, Rep. Cadman
Rep. Cadman reported that the Personnel Committee has been diligently reviewing the 40 applications for the Executive Director position. They have completed the first round of screening, and they have narrowed applicants down to 18 remaining candidates. He stated that there are several very well qualified applicants. The goal is to have five or fewer candidates by next month for interviews. Rep. Cadman expressed a special thanks to Bob Feingold for preparing the extensive screening tools.

III.   Update from the Interim CEO, Gregg Rippy
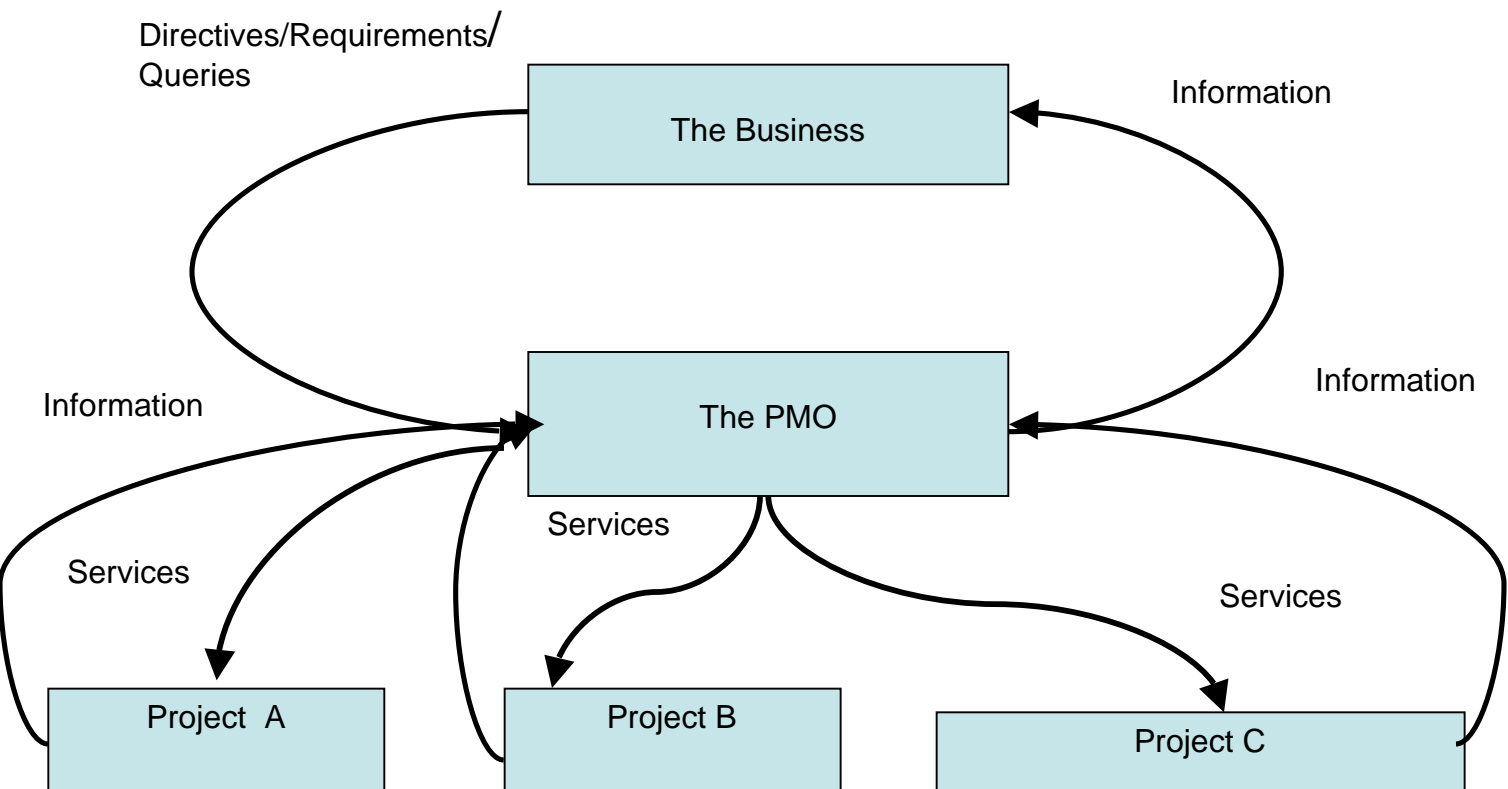**A. PMO Concept of Operations Tutorial**
Gregg Rippy presented the PMO Concept of Operations Tutorial, prepared by Bob Feingold. He stated that the Board of Directors had in front of them the IV&V/PMO Task Order 2, which is numbered in sequential order by the request of Rep. Cadman. Gregg Rippy thanked the other members of the Board – Bob Feingold, Greg Jenik, and Jack Arrowsmith for their work on the process. The goal of this exercise was to align Task Order 2 with what the Board of Directors wanted. ***The presentation is embedded in the minutes directly below.***

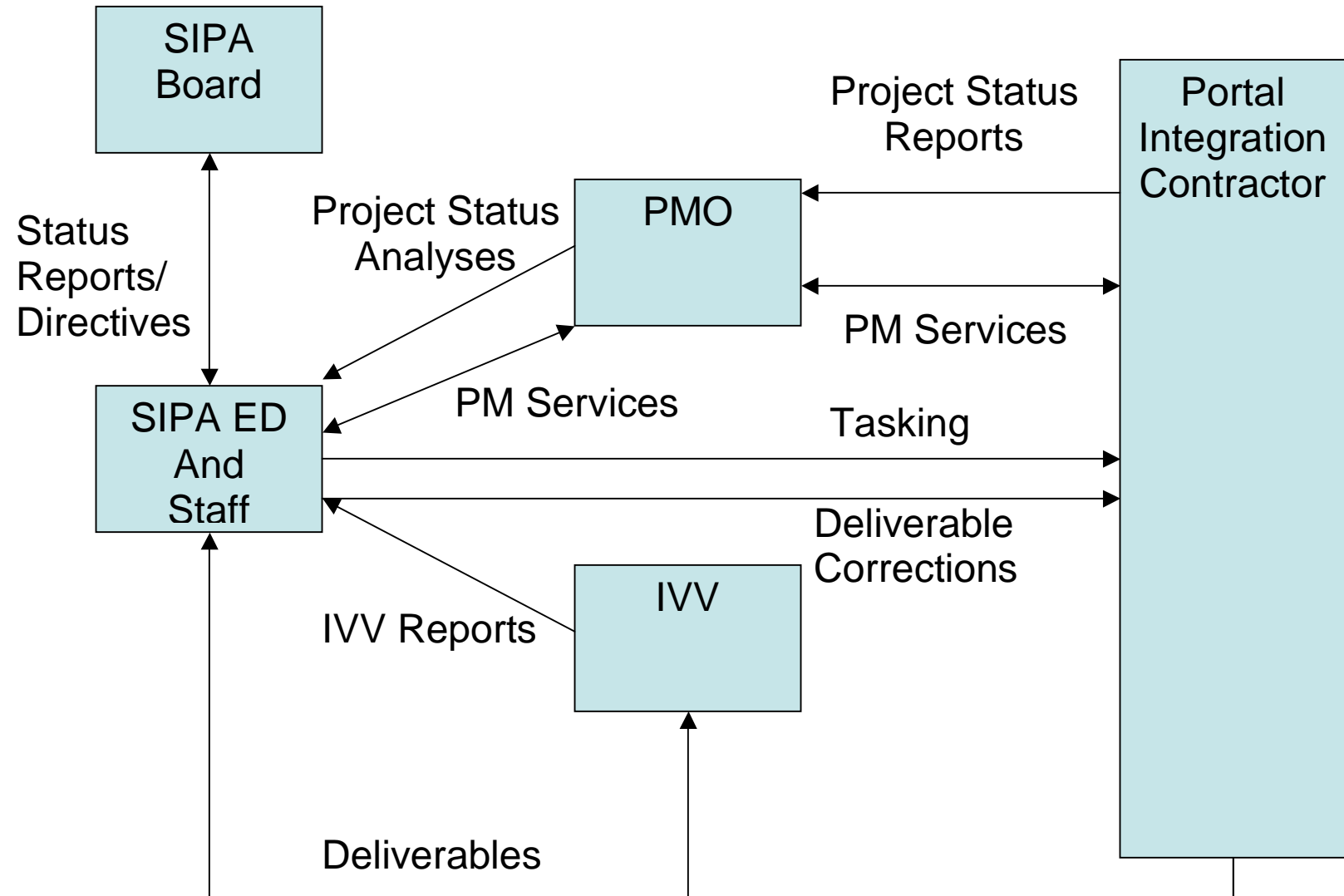# Overview – PMO Definition

- A project management office (PMO) is an organizational unit to centralize and coordinate the management of <u>projects</u> under its domain.
- A PMO oversees the management of project.
- The projects are grouped or related in some manner.

- The PMO focuses on coordinated planning, prioritization and execution of project and subprojects that are tied to the parent organization's overall business objectives.
- A PMO can operate on a continuum, from providing project management support functions in the form of training, software, standardized policies, and procedures, to actual direct management and responsibilities for achieving the project objectives.
- A specific PMO can receive delegated authority to act as an integral stakeholder and a key decision-maker during the initiation state of each project, can have the authority to make recommendations, or can terminate projects to keep the business objectives consistent.

Relationships Between the PMO and the Business

Application to SIPA

SIPA Board

Status Reports/ Directives

Project Status Analyses

PMO

Project Status Reports

Portal Integration Contractor

PM Services

SIPA ED And Staff

PM Services

Tasking

Deliverable Corrections

IVV Reports

IVV

Deliverables

Project Management Processes - PMI

- Initiating Process Group
  - Develop Project Charter
  - Develop Preliminary Project Scope
- Planning Process Group
  - Develop Project Management Plan
  - Scope Planning
  - Scope Definition
  - Create WBS
  - Activity Definition
  - Activity Sequencing
  - Activity Resource Estimating
  - Activity Duration Estimating
  - Schedule Development
  - Cost Estimating
  - Cost Budgeting
  - Quality Planning
  - HR Planning
  - Communications Planning
  - Risk Management Planning
  - Risk Identification
  - Qualitative Risk Analysis
  - Quantitative Risk Analysis
  - Risk Response Planning
  - Plan Purchases and Acquisitions
  - Plan Contracting

- Executing Process Group
  - Direct and Manage Project Execution
  - Perform Quality Assurance
  - Acquire Project Team
  - Develop Project Team
  - Information Distribution
  - Request Seller Responses
  - Select Sellers
- Monitoring and Controlling Process Group
  - Monitor and Control Project Work
  - Integrated Change Control
  - Scope Verification
  - Scope Control
  - Schedule Control
  - Cost Control
  - Perform Quality Control
  - Manage Project Team
  - Performance Reporting
  - Manage Stakeholders
  - Risk Monitoring and Control
  - Contract Administration
- Closing Process Group
  - Close Project
  - Contract Closure

PMO/Integrator/ED Function Allocation

Project Management Process Group	Project Management Process	PMO	Integrator	ED
Initiating Process Group	Develop Project Charter	R	P	A
	Develop Prelininary Project Scope Statement	R	P	A
Planning Process Group	Develop Project Management Plan	R	P	A
	Scope Planning	R	P	A
	Scope Definition	R	P	A
	Create WBS	R	P	A
	Activity Definition	R	P	A
	Activity Sequencing	R	P	A
	Activity Resource Estimating	R	P	A
	Activity Duration Estimating	R	P	A
	Schedule Development	R	P	A
	Cost Estimating	R	P	A
	Cost Budgeting	R	P	A
	Quality Planning	R	P	A
	Human Resource Planning	R	P	A
	Communications Planning	R	P	A
	Risk Management Planning	R	P	A
	Risk Identification	P	S	A
	Qualitative Risk Analysis	P	S	A
	Quantitative Risk Analysis	P	S	A
	Risk Response Planning	R	P	A
	Plan Purchase and Acquisition	R	P	A
	Plan Contracting	R	P	A
Executing Process Group	Direct and Manage Project Execution	R	P	A
	Perform Quality Assurance	R	P	A
	Acquire Project Team	R	P	A
	Develop Projec Team	R	P	A
	Information Distribution	R	P	A
	Request Seller Responses	R	P	A
	Select Sellers	R	P	A
Monitoring and Controlling Process Group	Monitoring and Controlling Project Work		P	A
	Integrated Change Control	P	S	A
	Scope Verification	P	S	A
	Scope Control		P	A
	Schedule Control		P	A
	Cost Control		P	A
	Perform Quality Control		P	A
	Manager Project Team		P	A
	Performance Reporting	P	S	A
	Manage Stakeholders		P	A
	Risk Moniotring and Control	P	S	A
	Contract Administration		P	A
Closing Process Group	Close Project		P	A
	Close Contract		P	A

Discussion:

Senator May asked why SysTest Labs was also serving as the PMO. He was under the impression that SysTest Labs served only as the IV&V contractor.

Gregg Rippy stated that the RFP asked for the IV&V contractor to also serve as a PMO. He added that the direct line is still the Board of Directors to the Executive Director. There is not a contractual relationship between SysTest Labs and Colorado Interactive, and SysTest Labs cannot direct Colorado Interactive in any way.

Henry Sobanet asked Senator May if he was really asking whether or not SIPA was planning to hire a project manager.

Bob Feingold stated that the purpose of the exercise was to get arms around the project management functions. It needed to be determined what would be performed by SysTest Labs and what would be performed by Colorado Interactive. He stated that he used the Project Management Institute Model. Previously it was not clear who was doing what for whom. Bob Feingold directed the attention of the Board to the PMO/Integrator/ED Function Allocation model. Generally, the PMO is responsible for Review Functions; Colorado Interactive is responsible for primary and secondary functions; and the SIPA Executive Director (by the direction of the Board) is responsible for Authorization functions.

The only primary functions of the PMO are: Risk Identification, Quantitative and Qualitative Risk Analysis, Integrated Change Control, Scope Verification, Performance Reporting, and Risk Monitoring and Control. Therefore, the PMO is along the lines of what would traditionally be called IV&V.

Senator May stated that it is interesting that the same company is the PMO and IV&V.

Gregg Rippy stated that these are the same concerns that were brought up in the meeting last month. He referred to the concept that it seemed as though the same company is designing and reviewing a car. However, the IV&V/PMO mostly reviews. The IV&V/PMO does not perform any schedule or cost control. Gregg Rippy stated that he understands the question and concern. However, SysTest Labs is only performing risk mitigation, and the PMO is essentially the staff of the Executive Director. The Board chose not to hire employees, but it seems like there are concerns about not having a hands-off approach. Gregg Rippy asked what functions Senator May was concerned about.

Senator May stated that it is a different relationship than he has ever seen in the past – having the same company serve as the IV&V and PMO.

B.   Task Order 2

Gregg Rippy stated that Task Order 2 covers a four-month duration. It is dated June 28, 2005. He stated that the Board received Task Order 2 dated June 24, 2005. He stated that the changes between the two versions are as follows:

1. Integrator is now referred to as Colorado Interactive (CI)
2. The cost of the Business Plan review has changed.
3. The cost of activities from May will be verified.

Gregg Rippy projected Task Order 2 onto the screen and reviewed it with the Board. The first page is a summary. It is very focused on a parallel review of the Colorado Interactive Annual Business Plan, rather than an ongoing review. There are 30, 60, 90 and 120-day deliverables. The Task Order 2 is on an "as needed basis", and the cost is "not to exceed". Therefore, if the Board decides to go forward with the Colorado Interactive Task Order items, it would require an

additional Task Order for the IV&V/PMO team. Gregg Rippy stated that there have been several questions about the marketing function of the IV&V/PMO team. The function of the marketing portion of the IV&V/PMO team is the review of the proposed marketing plan in terms of appropriateness and completeness.

Discussion:

Jack Arrowsmith referred to page three. Mr. Arrowsmith stated that it is his responsibility, as Douglas County Public Trustee, to represent local government on the Board. He would like to see the goals and objectives include local government.

Gregg Rippy agreed that Jack Arrowsmith was fulfilling his responsibility to local government, and he stated that portals are most successful when they include local government. Gregg Rippy assured the Board that this concept is not lost.

Senator May asked if SIPA could choose to bring the PMO in-house at some point.

Gregg Rippy responded that the master contract is task order driven, which gives the Board the flexibility to bring the PMO in-house if they choose. The contract goes from March 2005 to March 2008, but the Board can bring anything in-house that they choose.

Senator May asked what the drawback is of having the contract only until 2006, rather than 2008. He stated that if there are no task orders, the IV&V/PMO team has nothing to do.

Gregg Rippy stated that the contract termination is 30 days.

Senator May stated they he isn't looking for termination but perhaps separation.

Gregg Rippy stated that the Board has the flexibility to do what they want. He also stated that this is a different setup for SysTest as well, and SysTest is trying very hard to do what SIPA is asking of them.

Henry Sobanet stated that the beauty of the task order system is that it is very flexible. He stated that at the point of hiring the Executive Director, it seems necessary to give considerable thought to on-going and on/off functions. This task order is only for a very short time. The Board should determine what is permanent and what is temporary work.

Jeff Wells stated that the long discussion has allowed him to review the task order more completely. He asked if program manager and IV&V manager were the same.

Gregg Rippy stated no. The Program Manager is a .6 FTE, while the IV&V Manger is another .6 FTE.

Jeff Wells asked if we are getting enough activity out of the eRoom to justify spending $2,000 per month.

Gregg Rippy stated that the eRoom was originally included with Deloitte, but we aren't using Deloitte much so the cost was separated out.

Mr. Wells asked if the eRoom was worth $2,000 per month.

Gregg Rippy stated that his personal opinion is that it is a new concept for discussion and collaboration. He believes that long-term it is a critical part of maintaining transparency and building credibility. He stated that during the Road Show, it was evident that there is distrust with the State.

Jeff Wells asked why SIPA is buying a Lexus Nexus subscription.

Gregg Rippy stated that he would have that discussion with SysTest, along with other May billing clarifications.

Michael Cooke stated that there was an at-length discussion last month regarding the IV&V/PMO functions. The work that everyone wanted to do was accomplished, and she believes that everyone has done great work. Michael Cooke referred to page 6 where the separation of functions is built in. She stated that the overlap seems to have been resolved.

Gregg Rippy agreed, and he thanked Bob Feingold for all of his hard work regarding those functions. He stated that we would have been adrift for a long time without Bob Feingold's expertise.

Senator May stated that he shares Jeff's concern about the eRoom. However, he has heard many complaints from counties that their suggestions were not being heard regarding CBMS. The eRoom is an opportunity for local government to voice their suggestions, and perhaps the problem can be solved.

Gregg Rippy referred to CBMS, and he stated that accurate change control and change management was not adopted very well. SIPA will have to use broadcast e-mails to CGAIT and other organizations to drive use to the eRoom.

Senator May stated that SIPA should work on driving use to the eRoom over the next 120 days so that we can evaluate its effectiveness.

Gregg Rippy stated that the IV&V/PMO status reports are in the eRoom, and he would like to also work with Colorado Interactive to see if they would put their stuff on as well.

Greg Jenik stated that the intent was to come up with a Task Order that was accurate and consistent.

Gregg Rippy stated that he received Task Order 2 last week, but he thought it was best to have the Board see it before it was approved. Gregg Rippy stated that the Contracts Committee has done the best work possible, and he requested an action item of approval.

MOTION:
To empower the Executive Director to approve Task Order 2 after the aforementioned questions are addressed.

Wells/ Marroney

APPROVED UNANIMOUSLY

Bob Feingold asked if the Board members have signed up in the eRoom.

Senator May stated that he gets so many e-mails that he never gets a chance to deal with signing up.

ACTION ITEM: Angie Onorofskie will set up all Board members with a password to the eRoom.

C.   Sample EGE Agreement

Gregg Rippy stated that Colorado Interactive has created a template for the EGE Agreement, and Legal Counsel will review the template.   Gregg Rippy also stated that he had a very good meeting with Deputy Treasurer, Ben Stein, and they are working on moving from the concept of an MOU to an EGE Agreement for the payment engine. Treasury simply wants a payment engine that works. Gregg Rippy stated that an EGE Agreement would maintain power for SIPA.

Action Item: Gregg Rippy will send the Board the template and an appendix.

Discussion:

Bob Feingold asked if Gregg Rippy was asking the Board to review the EGE template and vote next month or if it was just a discussion item. Bob Feingold added that it is a standard template, and there will not be a different deal between each department. The agreement is between the EGE and SIPA, but Colorado Interactive will do the work. Bob Feingold requested that the Board not hold up Colorado Interactive's ability to move forward.

Richard Westfall, Legal Counsel, stated that there is no designation for the Executive Director to sign off on the EGE Agreements at this point. He suggested that the Board give the executive director the authority to sign off on the EGE Agreements.

Henry Sobanet stated that it might be a good idea to have the Board review the first few EGE Agreements to make sure there is interface compatibility, especially since State and local government will be big customers.

Gregg Rippy suggested that SIPA ask Colorado Interactive what their timing issues are.

Jerry Marroney stated that he agrees that the EGE Agreement should be sent out to Eligible Governmental Entities for review. It's important to catch problems now to make sure that there are no issues later down the road.

Gregg Rippy stated that he agrees. Perhaps we should get comments from Legal Counsel, the Board, the CIO Forum, and CGAIT. It's good to have eyes on it.

Jerry Marroney stated that the review process should be done efficiently, so as not to delay the Colorado Interactive.

IV.   Old Business

Gregg Rippy stated that the CIO Forum had posed a list of 13 questions. With the help of Colorado Interactive, the questions have been answered.

Jerry Marroney asked if those questions were in the notes from the CIO Forum meeting.

ACTION ITEM: Angie Onorofskie to distribute the answered questions to the Board and post to the eRoom.

Ron May suggested that SIPA work with Colorado Interactive to get a list of possible applications to the CIO's.

Gregg Rippy stated that many of the CIO's are already calling Colorado Interactive to get information. There will probably be a large queue of applications. The Board's job will be prioritization. Gregg Rippy also stated that there is quite a bit of desire from agencies to have back-office intranet applications. It is necessary to look at how much we can undertake to be intranet, while balancing the need to provide services to citizens.

Jerry Marroney stated that he uses Survey Monkey in his department, and perhaps SIPA could use it to see what needs exist in departments. SIPA could create a system and/ or questionnaires for CIO's.

Gregg Rippy stated that the Business Plan would include a needs assessment so that the CIO's know the possibilities.

Jack Arrowsmith brought up the business of e-mail. He stated that SIPA might want to be careful about subsidization of e-mail. Perhaps SIPA should add a charge because departments already pay for e-mail.

Gregg Rippy stated that there is a cost involved. The three task order items proposed cost about $2.7 million.

Jeff Wells stated that he had DPA prepare a commercial offer for the data center.
- 9,000 feet of commercial space
- 200 servers
- DPA could house the portal for free

Gregg Rippy stated that SIPA must first check the legality of the offer.

Donetta Davidson asked if that was an issue that should be looked at in terms of an Authority as opposed to a State entity.

Rich Olsen, Colorado Interactive, stated that he was quoted at $150 per square rack, and he doesn't mind paying it. The portal will potentially have five or six racks, which would be about $700 per month. Rich Olsen doesn't want to create a political problem.

Henry Sobanet stated that he's not sure what the harm is because most customers are State agencies anyway. He doesn't understand the nervousness about the offer.

Donetta Davidson asked if we would be taking extra State dollars. In which case, if one agency can use it then all agencies have to be able to use it.

Jeff Wells stated that he looked at it similarly to MNT. All counties and municipalities can use the MNT. The State understands subsidizing- the more you get the less it costs. It would allow everyone to participate, and OSPB and JBC bless it.

Richard Westfall, Legal Counsel, stated that it would be helpful to have a conversation to make sure it's okay, but there shouldn't be any issues. Mr. Westfall stated that the Board is very well represented. The Authority was designed for flexibility and to save money and put it where it is more important. It is good to be cautious, but there should be enough in the legislation and Statute.

Senator May stated that the State didn't pay for all of MNT; rather it was a joint venture. He asked if it is possible to have a public/private relationship with an Authority and the State.

Richard Westfall stated that the organic Statute gives SIPA that authority to create such a relationship.

Senator May asked what the State gets out of the deal.

Richard Westfall stated that the State gets access.

Jerry Marroney stated that it sounds great, but he wants to make sure it's all clear. He doesn't want to look like a duck – the Authority vs. the State.

Richard Westfall stated that it is very good to raise these issues because it shows the sensitivity of the Board and that the Board spotted and raised the issues.

Jeff Wells stated that he didn't expect this much debate about an offer being free. He also stated that Senator May is correct in that Qwest owns the MNT fiber, but the State pays a monthly fee to use it. The State is paying that fee to keep it up and running even

though smaller entities may not have usability. It is being kept running until it is up to its full potential.

V.   Colorado Interactive Update - Rich Olsen, General Manager
   A. Update on last 30 days
- Initial meetings with departments to have the following discussions:
    1. What applications would departments like to see?
    2. Future projects to consider?
    3. What do they want out of the three proposed task order items?

Colorado Interactive has met with the Department of Revenue, and they have three meetings scheduled next week with additional departments. They are doing face-to face meetings to gage needs within the departments. Colorado Interactive will present the findings to the Board.

- Final data center decision- State Data Center – 690 Kipling
    1. Redundant power and redundant connectivity have been fixed.
    2. It is a good and stable physical environment.
    3. Colorado Interactive will hire Systems Administrators to maintain the boxes.
- Initial Portal Infrastructure
    1. Server to begin obtaining interactive driver records – ordered servers and tape drivers. This will allow Colorado Interactive to begin working right away after decisions are finalized.
    2. Portal infrastructure where *Colorado.gov* will sit.
    3. What is involved in the portal improvement plan?
    4. Not everyone has the domain name *Colorado.gov* so they have to make sure that it's up and stable regardless of whether or not agencies use *.gov* or *state.co.us*
- Systems Administrator
    1. Need a Systems Administrator to understand what is involved in move.
    2. It will take about a month to move after the boxes are in place.

Discussion:

Senator May asked if Colorado Interactive is working with credit card companies.

Rich Olsen answered that they have met several times with Treasury. They are trying to determine if it is best to use the NIC credit card agreement or the State's credit card agreement. Colorado Interactive will do whatever is required.

Ron May stated that they should look at precedence of other authorities (CHFFA, State Fair, etc.) in Colorado.

John Picanso asked if DPA is housing the *Colorado.gov* site.

Rich Olsen answered yes.

John Picanso asked if it would host all applications.

Rich answered yes. DPA would be the physical host. However, Colorado Interactive would maintain the hosting environment.

Gregg Rippy added that the hosting would be consistent with the EGE Agreements.

Greg Jenik stated that there are a myriad of standards, and he asked how Colorado Interactive was making decisions in regards to servers, firewalls, etc. He asked if Colorado Interactive was using State standards.

Mark Church answered that the firewalls were specified to use what is used in other portals. The differences in technologies vary widely, and the portal improvement plan for *Colorado.gov* will help determine what is needed. They will deal with issues such as when to use .net or UNIX because both are used. Another option is to present the applications as if they are coming from *Colorado.gov* until it actually makes sense to move them onto the *Colorado.gov* servers.

Jeff Wells stated that DPA only houses the physical environment. Colorado Interactive, on the other hand, hosts the portal and manages the operating system.

Henry Sobanet stated that the distinction discussed by Jeff Wells is the essence of the separation of the public and private entities.

Gregg Rippy stated that the Board seemed to be looking for a comfort level that Colorado Interactive knows and complies with the standards of IMC and OIT.

Senator May clarified that those standards are not yet solid.

Gregg Rippy agreed and stated that it is a concept to make sure we are all in alignment.

Mark Church stated that he had reviewed the latest draft of the rules, and he doesn't see any issues.

- Hire 3 positions:
    1. Systems Administrator – looking for very specific skill-set
    2. Director of eGov services
        - Hired John Thomas (from Oklahoma portal)
        - Will manage the project manager
        - John will relocate within next two weeks.
    3. Graphics Designer

- Allen Gardner will work remotely from Utah until he is needed
- Utah portal won "Best of the Web".

Discussion:

Henry Sobanet asked if Colorado Interactive continues to work with OIT and OED in regards to the look and feel and Colorado branding.

Rich Olsen stated that they have been meeting with OIT weekly. He also stated that it doesn't make sense to change *Colorado.gov* right away since they have just completed a refresh. *Colorado.gov* is a fundamentally good site (mirrored after Kansas). The refresh rate is usually yearly, coinciding with "Best of the Web". As a part of the Portal Improvement Plan, Google search and live chat will be added. Improvements will be made bit by bit - not drastically. Rich Olsen stated that a logo might soon be added to *Colorado.gov*, as it helps with marketing collateral.

- Rich also stated that they have weekly meetings with Nolan Jones at the Department of Revenue.
- Colorado Interactive has moved to a temporary space. They will move permanently once things move forward.
- Finalize EGE Agreements
  - There is a master contract between NIC and SIPA, and the EGE is compliant with that contract.
  - The EGE Agreement basically says that an agency, city or county will work with SIPA.
  - There are no binding projects under the EGE Agreements – those are task orders.
  - There is only one EGE Agreement per agency, city or county. Then there are additional work orders for each project.

- Business Plan
  - Need to get this out of the way
  - 30 days have passed

- Next 30 Days:
  - Continue Business Plan
  - EGE Agreements in place
    - Treasury Payment Engine – working on COFRS
    - DPA Data Center
    - Revenue
  - Meeting with key players regarding TABOR.

Rich Olsen stated that he gave the credit card agreements to Treasury and found that the NIC rates are better. They are still trying to determine which route to take.

- Board Decisions on Task Orders
    - Rich Olsen asked the Board if they preferred to have the three task order items in the Business Plan. The Board stated that they should not be a part of the Business Plan.
    - Rich Olsen gave some suggestions for the three task order items: e-mail, collaboration toolset, security.
        - Rich suggested that Content Management should happen first because it will help move applications.
    - Rich Olsen stated that Colorado Interactive has no authority to make the decision.

Discussion:

Henry Sobanet stated that the three items represent big opportunities for planning among directors. He is appreciative of Colorado Interactive's recommendation of working on Content Management first. Henry Sobanet would like to review the task orders similarly to how the EGE Agreements would be reviewed. Henry Sobanet also stated that the Business Plan should be a guiding tool and not too specific.

Gregg Rippy stated that Colorado Interactive should initiate the task orders in alignment with RFP, only if the Board directs Colorado Interactive to do so. Therefore, the task orders should not be included in the Annual Business Plan.

Rich Olsen stated that after speaking with CIOs he could report to the Board the findings and rationale for the findings. He could also demonstrate how content management works.

Jack Arrowsmith asked what the timeline looks like.

Rich Olsen stated that the timeline depends on funding.

Jack Arrowsmith suggested that the Business Committee and Contracts Committee work together on prioritizing applications.

Senator May clarified that the server was ordered for the driving records.

Rich Olsen stated that the server was ordered so that Colorado Interactive would be very familiar with it before companies are added. He also stated that the first application for motor vehicle records is outward facing only to the companies. An ordinary citizen doesn't get to it, but companies go to it directly.

Senator May stated that he recently rode with a State Patrol Officer and their system works like a charm. The officer types in the license number and the driving record comes right up.

Michael Cooke stated that that is a different process than we are discussing.

Rich Olsen stated that the discussion is about the records that companies buy in bulk. There is another application, which is an interactive driving application where independent agencies can get records.

Senator May asked what the current process entails.

Michael Cooke stated that agencies could come directly to the Department of Revenue, but most pay vendors. The Department of Revenue currently has contracts with four vendors.

Rich Olsen stated that there is a per record charge.

Michael Cooke added that the Department of Revenue is still working with Colorado Interactive with the issue. There are many great opportunities such as security, audit, etc. The Department of Revenue previously sold to seven vendors, but they had to decrease to four vendors because they couldn't mange the audit functions. However, nothing has been finalized yet.

John Picanso clarified that Colorado Interactive is working on business to government applications to get the portal going. Then they will look for Internet based applications.

Senator May stated that IMC has dashboard reports, with red, yellow and green status. He asked if Colorado Interactive could do something like this for the Board.

Rich stated that they could do this. Also, once things get rolling, the Board will get a monthly General Manager Report.

Bob Feingold stated that this would be a good item to put in the eRoom.

Senator May stated that Board members are asked several questions, and they need to be able to answer those questions appropriately.

Rich Olsen stated that he would be happy to get something to the Board – just tell him how you want it.

Senator May asked what the timeframe is for rollout.

Rich Olsen stated that it depends on funding. Applications will roll out quickly - within six months of funding being secured.

Senator May asked if he meant funding from drivers records.

Rich Olsen answered yes.

Henry Sobanet stated that the contract with NIC was to build the infrastructure. There was no cost to build. Applications would be added as funding was secured. Henry asked how long infrastructure would take.

Gregg Rippy stated that there are 92 days left in the 120 days for a business plan.

Rich Olsen stated that the infrastructure has to be in place before anything can be moved.

Henry asked if that would be 9 or 10 months from now.

Rich Olsen stated that once everything gets rolling- it is very quick and ongoing. He stated that he would come up with a detailed outline for the Board. He also stated that there is a lot of work going on right now, some of which the Board may not see.

- ▪ Rich Olsen gave the Board a project prioritization document that he created in collaboration with other states. The CIOs expressed at the CIO Forum that they would like to see something like this. He stated that other Boards have used this. There is a list of six value items, and it is pretty effective in answering questions for CIOs.

Discussion:

John Picanso asked if there were any anticipated dates for getting EGE Agreements finalized with Treasury, Data Center, or Revenue.

Rich Olsen stated that the EGE Agreement with Revenue is basically the first one that needs to be done.

John Picanso asked if the EGE Agreement was finalized if it would be in Revenue's hands right now.

Rich Olsen stated that the Board expressed that they would like to review the first few EGE Agreements.

John Picanso stated that the Board should get the EGE Agreement template approved so that Colorado Interactive could move forward.

Gerald Marroney asked if an eVote would be appropriate in this situation.

Richard Westfall, Legal Counsel advised that Board that there has been more than adequate discussion about the EGE Agreements, and public business has certainly taken place today. He stated that an e-vote would be fine if the Board ratifies the EGE approval at the next meeting.

Gerald Marroney suggested that the EGE agreement be posted for comments and eVote before the next meeting.

Senator May stated that the first couple of EGE Agreements should be brought to the Board meetings.

Bob Feingold stated that we are only looking at a template here. Henry Sobanet wants to see the draft executed before the ED signs off.

Henry Sobanet stated that the Executive Directors on the Board should look at the EGE template. However, he is more concerned about the content than the template. He would like the specifics reviewed before they are signed.

Bob Feingold asked that a template not hold up the process. He would like to expedite the process.

Richard Westfall, Legal Counsel stated that Rich Olsen's concern is to maintain a level of consistency. Colorado Interactive doesn't want to have to re-negotiate deal points.

Rich Olsen added that there is only one EGE per department, and it needs to be as standardized as possible.

Richard Westfall added that the other concern is getting everything moving quickly. The first EGE Agreement may not be perfect. However, the Board is very high-level and they need to feel comfortable.

Henry Sobanet stated that this is a new process.

Richard Westfall stated that if there are any issues with the EGE Agreement, the Board can satisfy conducting business at an open meeting by calling a special meeting with adequate due diligence ahead of time.

B. SysTest Update – Bob Halsey, Project Manager
1. Task Order 2 is complete – thanks to Gregg Rippy, Bob Feingold, Jack Arrowsmith and Greg Jenik for their direction.
2. Transitioning Dan Wenger – the new Program Manager
3. Over the next 30 days they will be working on the Internal Communication Plan
4. Weekly status reports will begin again next week

VI.   Agenda Items for Next Meeting
- EGE Agreement
- Annual Budget Update
- EGEs for approval

Next meeting is scheduled for:
Thursday, August 4, 2005
1:30 p.m. – 4:00 p.m.

Legislative Services Building
200 E. 14th Ave.
Hearing Room A, 1st Floor
Denver, CO

VII.   Adjournment
Vice Chair, Jack Arrowsmith called for a motion to adjourn the July 7, 2005 meeting of the Statewide Internet Portal Authority Board of Directors.

MOTION – to adjourn the July 7, 2005 meeting of the Statewide Internet Portal Authority Board of Directors.

Sobanet/ Cadman

APPROVED UNANIMOUSLY

The meeting ended at 4:00 p.m.